



RECORD OF PROCEEDINGS
FREDERICK-FIRESTONE
FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
8426 KOSMERL PLACE, FREDERICK
COLORADO 80504



MINUTES
MAY 11, 2020

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District, which was conducted through an electronic platform open to the public, was called to order by Chairman Walb at 7:02 p.m.

ROLL CALL

Directors Present:

Clyde A. Walb, President/Chairman
Edward Weimer, Vice President
David Stout, Treasurer
Christopher Vigil, Secretary
Tracy McElvaney, Assistant Secretary

Also, present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Dale Ingraham, Executive Assistant

ADDITIONS / DELETIONS TO THE AGENDA

Vice President Weimer moved to accept the Agenda as presented. Motion seconded by Treasurer Stout. The motion passed unanimously.

PUBLIC COMMENT

All regular Board meetings will be conducted electronically until the Board determines that conducting its meetings in a physical location no longer poses a risk of exposure to COVID-19 for anyone who attends the meetings. The Fire District has posted information on its official website inviting the public to join the meeting electronically.

There were no public comments.

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ATTORNEY'S REPORT

Attorney Dino Ross presented the Attorneys' Report for the month of April 2020. The report is included in the Board DropBox. Attorney Ross continues to participate in the weekly electronic "Town Hall" meetings of the Colorado State Fire Chiefs to talk about COVID-19 as it relates to fire and emergency services. During the Town Hall meeting on Monday, there were a lot of unanswered questions or unsatisfying answers about the status of Colorado's emergency services in connection with the current COVID-19 emergency and looking into the future. The State is looking at significant budgetary short falls and how that impacts fire districts is still unknown. The State Joint Budget Committee is conducting a hearing on Tuesday May 12, 2020 on current and projected economic issues in the State, including the financial impact of COVID-19 on local governments such as fire districts.

The Board had no questions for Attorney Ross.

FIRE CHIEF'S REPORT

Fire Chief Young provided the Board with information on the following topics:

- **Annexation/Inclusion/Exclusion Update**
 - The District has not been notified of any annexation, inclusion or exclusion actions in April 2020.
- **Administration**
 - The regular May Volunteer Firefighter Pension Fund Board meeting was moved to June 8, 2020 due to the COVID-19 pandemic.
 - Fire Chief Young and Planning Staff continue to work with the Center of Public Safety Excellence (CPSE) on the District's upcoming Strategic Planning meeting that was scheduled for June 8 to June 12, 2020. This meeting has been rescheduled for August 3 to August 6, 2020.
 - Fire Chief Young and Executive Staff continue to monitor the short-term and long-term effects of the COVID-19 pandemic. Staff continues to monitor and support the health and safety of the District's personnel, and work on supply chains and inventory, financial forecasting, and procedural changes.
 - All 2019 Performance Reviews were completed between mid-February and April, starting with Line Personnel and ending with Executive Staff. All personnel received their 2019 Performance Reviews, discussed their goals and achievements for 2019, and set new goals for 2020. Each District member's goals are organized within three (3) categories: 1) Goals that enhance the District's Mission, 2) Goals that enhance their individual areas of responsibility, 3) Goals that enhance the individual professionally or personally.
 - Fire Chief Young and Staff are working on obtaining quotes for employee benefits, such as health, dental, vision insurance, and the District-provided life insurance for 2021. Staff is researching possible changes in policies or brokers regarding the property, liability, and workers' compensation

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insurance for 2021.

- Fire Chief Young and Finance Director Cummins are in the final stages of developing a Request for Proposal for banking services. Staff anticipates issuing the RFP in August of 2020 in order to begin any new banking service in January of 2021.
- As a result of the Colorado Assessors requesting changes to the 2020 statutory deadlines for business personal property and oil and gas, Governor Polis signed executive order 2020-22 and the State Board of Equalization (SBOE) promulgated emergency rules resulting in the following modifications to the statutory calendar: preliminary assessed valuation certification deadline has been changed from August 25 to October 13; Final assessed valuation certification deadline remains December 10, 2020; and, the deadline for the Board to adopt the 2020 Budget and certify its mill levies remains December 15, 2020. The December Board meeting is currently scheduled for December 14, 2020.

• **Human Resources / Personnel / Staffing**

- Fire Chief Young and Finance Director Cummins are continually monitoring the District's financial situation given the COVID-19 pandemic. The Recruit Class 2020-02 is still moving forward; however, staff is closely monitoring changes in the District's need for, and ability to bring on, new firefighters in August 2020.
- Staff has begun the internal process to fill the Training Captain position. At this time, there are two (2) internal candidates that have applied and will be testing for the position. Staff will be using outside assistance with the internal process.
- The District continues monitoring personnel for any COVID-19 exposure and any resulting self-quarantine. To date, the District has had 489 hours of missed time, due to personnel being in self-quarantine or isolated for COVID-19. It appears that all cases of possible exposure of District personnel to the COVID-19 virus have occurred off-duty; there are no known instances of on-duty exposure at this time. As of the report provided to the Board, the current unbudgeted cost resulting from COVID-19 response, which includes human resources, supplies, and decontamination equipment, totals \$31,497.
- Fire Chief Young and Finance Director Cummins are monitoring, forecasting, modeling, and completing sensitivity scenarios of revenue loss for 2021 – 2022. The District still needs to hire firefighters this year to meet its minimum goals. They are using these forecasts to determine if the proposed number of new hires outlined in August of 2020 is appropriate during this economic downturn.
- The District received two resignations. One of the District's EMT / Firefighters, who has been with the District for twelve (12) years, has taken another EMT / Firefighter position in Tennessee, right outside of Nashville, which has been a long-term goal of the EMT / Firefighter and his family. The District wishes them the best, and they know they always have family here in Colorado. The other EMT / Firefighter has accepted a position outside the fire service. The position offers him a considerable salary increase which is better for his family, and he is ready for a change. The District

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wishes him and his family the very best as well.

➤ **Capital Fleet/Equipment/Facilities**

Station 5 land acquisition continues to show progress. Many aspects are slowed by the COVID-19 pandemic; however, Staff continues to meet virtually with SCL Health on roughly two (2) acres of land. Staff has also begun the process of a basic utility survey of the property and Staff has reached out to the architectural firm, Allred & Associates, to assess which of the early concepts for the Fire Station will work with the property. The Town of Frederick has also been introduced to the project. Chief Staff will present more in the month of May regarding acquisition of a site.

- In April, the Town of Firestone requested that the District remove the mobile training props located on the Town's public works facility. The Town has informed Staff that it is enhancing their grounds and are planning a public works expansion project, making the training props an impediment to the Town's day-to-day operations and future growth. The District is working with the Town of Frederick to find a new location; the movement of these props will be costly and it was not anticipated in the 2020 budget. The mobile training props have been on the Town of Firestone's property for over ten years, and the District would like to thank the Town for permitting the District to use that space.

➤ **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continued to attend multiple Weld County meetings through the month of April, using virtual platforms due to the COVID-19 pandemic. These meetings included the County Workgroups, CAD Workgroup meetings, and the Weld County Utility Board Commission as requested or required each month.
- Fire Chief Young has been meeting virtually with Colorado State Fire Chiefs, North Metro Area Fire Chiefs and Weld County Fire Chiefs weekly since the week of March 15, 2020 due to the COVID-19 pandemic.
- Fire Chief Young continues to lead the Weld County Fire Chiefs through the COVID-19 pandemic, coordinating with Carbon Valley Emergency Management Agency, Weld County Office of Emergency Management and Weld County Public Health.
- Fire Chief Young and Staff continue to attend numerous conference calls, webinars, and meetings on virtual platforms hosted by various entities, including FEMA, International Association of Fire Chiefs, and partners such as local hospitals. Although ensuring the proper information has been communicated to Staff continues to be a challenge, everyone continues to remain as flexible as possible.
- Fire Chief Young and Carbon Valley Emergency Management Coordinator (CVEMC) Garner held weekly meetings with Policy Group members from the Towns of Frederick, Firestone, and Dacono, as well as representatives from Mountain View Fire Protection District, during the month of April to ensure priorities are being met at the Policy Group level and communication flow remains consistent and open between all parties.

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PLANNING SECTION REPORT

- **Community Development / Fire Code Enforcement**

New construction project activities in April 2020:

- Commercial Projects - 94
- Residential Projects - 25

- **Fire Inspections** – Annual fire code inspections to be completed by crews were suspended during the month of April due to the COVID-19 pandemic.
- **Target Hazard Inspections** – There was one (1) Fire Code Inspection scheduled in Target Hazard Occupancies by the Fire Prevention Division in April 2020.
- **Fire Code Violations** – There were no Fire Code Violations recorded by the Fire Prevention Division in April.
- **Certificates of Occupancy** – There were two (2) projects completed in April.
- **New Permits Issued** – The District issued four (4) construction permits, one (1) fire alarm permit, and one (1) commercial kitchen hood system permit, for a total of six (6) permits issued in April. The District billed a total of \$3,014.00 for plan review and permit fees in April 2020.
- **Burn Permits** – Weld County cancelled all Burn Permits and issued a burn ban in April. The burn ban was lifted as of April 27, 2020.
- **Fire Investigations** – There were two (2) fire investigations in April:
 - Vehicle Fire
 - Residential Structure Fire
- **Youth Firesetter Program** – There were no new YFS cases in April.

Community Outreach

- **Community and PR Events for April:**
 - Scheduled for crews to attend twenty-four (24) birthday parades.
 - Community Outreach Specialist Summer Campos met with the Towns of Frederick and Firestone to discuss the future of Community Events. All Events have been canceled through May, but the Towns are considering options for proceeding in limited ways with future events.
 - Fire Prevention Specialist Dave Puccetti and Assistant Chief Steve Iacino met with the Fire Marshals from Longmont Fire Department, Mountain View Fire Protection District, and the Fire Protection Engineer for St. Vrain Valley School District to collaborate on a common solution for a fire alarm issue.
- **Marketing/Website/Office:**

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- Social Media postings/planning completed each week in April.
- Weekly Meetings attended with Weld PIO group in relation to COVID-19.
- Twice Weekly Meetings attended with State JIC/PIOs in relation to COVID-19.
- Worked on PSAs with Station 4. One PSA will be on COVID-19 response and ambulance.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

Section Activity Summary

○ **New Water Tender Project**

The new water tender truck received its graphics and equipment modifications throughout the month of April. Final adjustments and in-service training have been completed and the unit is ready for full service.

○ **2020 Staffing Project Updates**

- While still following COVID-19 precautions, crews have begun conducting normal spring projects and activities, such as hose testing, fire hydrant inspections and multi-company roll-in drills.
- On March 30th, the Training Division posted notice of the next hiring process. The process is scheduled to open March 30th, testing will take place in June, with an anticipated hiring date in August 2020. The District anticipates adding six (6) new employees to the roster in mid to late August 2020. To date, the District has received over 48 applications.
- The position of Training Captain was posted in March. The District received two (2) qualified applications from internal candidates. The assessment center will take place on May 12th, and Chief Staff anticipates that a job offer will be made later that week.

○ **COVID-19**

The Operations Section continues daily evaluations of supplies and personnel. Policies have been adjusted as necessary throughout the evolving COVID-19 emergency, and will continue to evolve based on current data and recommendations of the various health departments.

● **Training Summary – April 2020:**

- Total Fire Training Hours: 1,234.0 Hours
- Total EMS Training Hours: 203.0 Hours

● **Overview of Training Events for April 2020:**

- Each shift completed Blue Card Incident Command training. The training focused on the command and control of strip mall structure fires.
- All line personnel completed monthly continuing education regarding pre-hospital care for trauma patients. The training was conducted by the District's Medical Director.
- C-Shift personnel completed an After-Action Review for the Maple Drive structure fire that occurred on April 7, 2020. The Blue Card After Action review format was utilized for the presentation.
- Three (3) Paramedic Firefighters and Two (2) EMT Firefighters completed Firefighter II Practical

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testing on April 14, 2020.

- **Call Types – Year-To-Date:**
 - EMS/Medical: 496
 - Fire: 37
 - Alarm Activation: 61
 - Public Assist/Other: 90
 - Hazardous Materials: 12

- **Ground Transports Comparison:**
 - April 2020: 67
 - April 2019: 80

FINANCE SECTION REPORT

➤ **Software**

- **Caselle Implementation**

- Staff training on the Caselle software using Microsoft Teams is scheduled for the week of May 18.
- Finance and Administrative Sections will participate in all of the training.
- The “Go Live” date is scheduled for June 2020
- June 1st – Transactions in Caselle

➤ **2019 Financial Audit**

- The Auditors are scheduled to make their presentation of the Audit of the District 2019 financial statements at the June 8th Board meeting.
- Work on the Management Discussion and Analysis for the 2019 Audit has begun this week.
- Staff has reached an agreement with the Auditor to provide a supplemental study and report on:
 - Extra “After Audit” work due to Caselle implementation
 - Extra “After Audit” work due to early audit complications

➤ **Colorado EMS Supplemental Payment Program**

- Staff has contacted program personnel.
- The District was cleared with no audits, and the Desk Review process is completed.
- Staff anticipates the certification process will be completed sometime between July and August.
- Distributions are on schedule for late September 2020.

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➤ **2020 YTD Budget Summary**

**Executive Summary - Budget vs. Actual
 General Fund
 From January 1, 2020 through May 6, 2020**

Revenue	Budgeted	Received YTD	Remaining Budgeted	% Received
<i>TOTAL</i>	<i>\$11,868,592</i>	<i>\$5,381,949</i>	<i>\$6,486,643</i>	<i>45%</i>

Expenditure	Budgeted	Expended & Committed	Remaining Budgeted	% Expended &
<i>TOTAL</i>	<i>\$10,373,035</i>	<i>\$2,918,651</i>	<i>\$ 7,454,384</i>	<i>28%</i>

➤ **Billing and Collections Summary**

- For the reporting period: 04/01/2020 through 04/30/2020
- Total Charges: \$ 80,476.00
- Billable Calls: 70
- Total Cash Posted:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 9,887.57	\$ 13,366.61
Insurance	20,458.53	21,074.38
Private/Self Pay	3,725.19	8,381.07
Other	0.00	392.67
Total	\$ 34,071.29	\$ 43,214.73
- Adjustments:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 19,609.07	\$ 34,860.43
Ins. Uncollectible	1,064.32	1,452.06
Uncollectible/Other	24,375.20	16,590.29
Total	\$ 45,048.59	\$ 52,902.78
- Proceeds from Collection Referrals:

	<u>Current Month</u>	<u>6-Month Average</u>
Total	\$ 1,267.81	\$ 1,130.53

➤ **Miscellaneous Financial Information**

The District's receipt of property taxes this year has been slower than normal due to orders issued by Governor Polis and the Weld County Board of County Commissioners that have eliminated penalties on paying property taxes late. At this time, the District believes it will eventually receive all of its budgeted tax revenue. The below table shows the percentage (rate) of property taxes received from 2010 through May, 2020. This is based on the ratio of that received through May

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over that due for the year. So far property tax revenue in 2020 is approximately 20 points lower than most of the last 10 years.

Percent of Property Tax Revenue Received Through May for the years 2010 - 2020

2010	2011	2012	2013	2014	2015
\$2,092,042	\$2,581,884	\$2,801,108	\$3,112,840	\$3,007,959	\$2,861,384
52.55%	66.89%	66.01%	67.97%	71.25%	68.77%
2016	2017	2018	2019	2020	
\$3,045,493	\$3,749,068	\$4,110,007	\$4,344,412	\$4,839,474	
60.54%	70.81%	63.98%	67.63%	46.37%	

FIRE CHIEF DISCUSSION AND ACTION ITEMS

○ COVID-19 Pandemic / District Response

The Board and Chief Staff participated in a lengthy discussion on the COVID-19 pandemic and its effects on the District. Discussion topics included:

- Internal and external data collection.
- Member physical and mental health, including discussion of Peer Support and the Employee Assistance Program.
- Internal Memo of Communication to members and significant others.
- Chief Staff has stopped requiring personnel to wear face masks at all times while in the stations or administration building. District personnel are still urged to wear face masks in District facilities, but it is now at an individual's discretion. Face masks are still required of all personnel when they are in direct contact with the public. The goal remains to continue reducing the risks of exposure as much as possible.
- Call handling, Personal Protective Equipment management, including addressing any breaches, and working with Dispatch and other agencies remains still the same.

○ SAFER Act Grant

Discussion and questions with the Board on the SAFER Act Grant. The SAFER program represents one part of a comprehensive set of measures authorized by the US Congress and implemented by the US Department of Homeland Security (DHS). Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the SAFER Program supports the goal to Strengthen National Preparedness and Resilience. SAFER offers grant funds to hire additional firefighters to improve staffing levels to assist organizations in meeting NFPA 1710. Due to the COVID-19 pandemic, more funding has been set aside for this grant and forecasting a financial impact moving forward. The District will submit an application for the grant by the May 15, 2020 submission deadline.

○ Resolution 2020-004 – Inclusion into St. Vrain Sanitation District

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Discussion and consideration of a motion to approve Resolution 2020-004 allowing the Administrative Building and Station 2 be included into the St. Vrain Sanitation District. This is the first step in transferring both facilities from the current septic systems to a public sanitation system.

○ **Resolution 2020-005 – Termination of Declaration of Local Disaster Emergency**

Discussion and consideration of a motion to approve Resolution 2020-005 Termination The Declaration Of the Local Disaster Emergency that was issued by Fire Chief Young on March 17, 2020, and continued by the Board on March 18, 2020. The proposed Resolution would terminate the Declaration on May 31, 2020. Fire Chief Young stated that Executive Staff no longer considers the COVID-19 conditions to be an emergency. Staff is effectively managing the current situation, and knows what is needed move forward. Should the COVID-19 situation change in the future, and should the Fire Chief or the Board deem it necessary to declare a local disaster emergency again, that option would still be available.

Fire Chief Young reviewed the list of recent and upcoming events and meetings, as included in the Board packet.

CONSENT AGENDA

The Consent Agenda for the meeting was presented and consisted of the following items:

- Approval of the minutes of the April 13, 2020 regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from April 13, 2020 to May 11, 2020.
- Confirmation there were no electronic or printed voided checks for the period from April 13, 2020 to May 11, 2020.
- Acceptance of the Projected Expenditures Financial Report for May 11, 2020 to June 8, 2020, Accounts Payable and Payroll expenses to include a transfer of \$957,467.00 from the JP Morgan Chase Bank Business Savings Account to the JP Morgan Chase Bank Checking Account for Accounts Payable and Payroll Expenses, and to transfer \$574,315.00 from the JP Morgan Chase Bank Business Checking Account to the ColoTrust Investments Fund Balance Account for future Accounts Payable and Payroll expenses.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers.
- Accept and approve the 2020 1st Quarter Service Reports, as presented; and Grant Permission for the Reports to be Provided to the Town of Frederick and the Town of Firestone respective Boards of Trustees and Leadership Teams.

Assistant Secretary McElvaney moved to accept and approve all items under the Consent Agenda. Motion seconded by Treasurer Stout. The motion passed unanimously.

OLD BUSINESS

None.

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NEW BUSINESS

- Vice President Weimer moved to accept and approve Resolution 2020-004, A Resolution Approving Inclusion of the Frederick-Firestone Fire Protection District Administration Building and Fire Station 2 Into the Boundaries and Jurisdiction of the St. Vrain Sanitation District. Motion seconded by Treasurer Stout. The motion passed unanimously.
- Secretary Vigil moved to accept and approve Resolution 2020-005, A Resolution Ordering Termination of the Declaration of Local Disaster Emergency. Motion seconded by Treasurer Stout. The motion passed unanimously

ADJOURNMENT

With no further business before the Board, Assistant Secretary McElvaney moved to adjourn the meeting. The motion was seconded by Treasurer Stout. The motion passed unanimously. The meeting was adjourned at 7:52 p.m.


~~Christopher R. Vigil, Secretary.~~ *Asst. Secretary*
Tracy McElvaney, Assistant Secretary